



## UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROMOTION

Announcement No: **MVM-06-0073-MP**  
Issue Date: **09/15 /06**  
Closing Date: **10/16 /06**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Contract Specialist  
GS-1102-09/11/12  
Full Performance Level: GS-12  
Multiple positions

#### Salary Range:

GS-09: \$44,856 - \$58,318 per annum  
GS-11: \$54,272 - \$70,558 per annum  
GS-12: \$65,048 - \$84,559 per annum  
Work Schedule: Full-time - Permanent  
Competitive Service

NTEU 243 Bargaining Unit Position  
Position Sensitivity: This is a Low Risk  
position that requires a National Agency  
Check with Inquires (NACI)

#### VACANCY LOCATION

U.S. Patent and Trademark Office  
Office of the Chief Financial Officer  
Office of Procurement  
Alexandria, VA

#### AREA OF CONSIDERATION

USPTO Employees with Status;  
Current Federal Employees with Status;  
Reinstatement Eligibles;  
DOC Surplus,  
Displaced Employees in local commuting area;  
and VEOA Eligibles

**Vacancy Announcement is also announced as:  
MVM-06-0072-DE under Delegated Examining  
procedures. Please review the announcement to  
determine if you are eligible for consideration  
under Delegated Examining procedures. NOTE:  
Applicants must apply to each announcement in  
order to receive consideration for both vacancy  
announcements.**

#### SUMMARY OF DUTIES:

This position is located in the Office of Procurement. The incumbent is responsible for applying contract law regulations and techniques for the award and administration of commercial and non-commercial items using Simplified Acquisition and non-Simplified Acquisition procedures; performing market research, and leading source selections all while assuring compliance with statute, the Patent and Trademark Office Acquisition Guidelines, and other Federal procurement policies and procedures.

At the GS-09 level: Solicits bids to procure a variety of requirements and negotiates and administers contracts; and/or assists higher-level employees with contract termination procedures; and/or performs basic analyses for firm fixed-price or similar contracts; and/or participates as a team member on an Acquisition Management Review Team.

At the GS-11 level: Procures supplies and services that may require specialized handling provisions, terms and conditions; advises technical personnel on the development of statements of work, formulates contracting approach, secures supplies, services or construction through use of both formally advertised and negotiated procurements, administers contracts; and/or plans and conducts contract price/cost analyses of a variety of pre-award and/or post-award procurement actions; and or reviews procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements; and /or participates as a team member on an Acquisition Management Review Team.

At the GS-12 level: Procures supplies and services with the most complex and difficult requirements; advises technical personnel on The development of statements of work, formulates contracting approach, secures supplies, services or construction through use of Both formally advertised and negotiated procurements, administers contracts; and/or plans and conducts detailed contract price/cost analyses; and/or reviews procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements. May specialize and/or serve as a team leader on any of these assignments.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

**BASIC REQUIREMENT.** Applicants must meet the basic education requirement for GS-1102 positions through GS-12.

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A 4-year course of study leading to a bachelor's degree with a major in any field, or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**TRANSCRIPTS DEMONSTRATING THE SATISFACTORY COMPLETION OF THE BASIC REQUIREMENT MUST BE SUBMITTED WITH YOUR APPLICATION. FAILURE TO PROVIDE THIS DOCUMENTATION WILL DISQUALIFY APPLICANTS FROM FURTHER CONSIDERATION.**

**Exceptions:** Employees in the GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver.

**Waiver:** When filling a specific vacant position, the senior procurement executive of the selecting agency at his or her discretion, may waive any or all of the requirements above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this paragraph, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in any agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

### **Specialized Experience:**

In addition to meeting the basic requirements as described above, all applicants must demonstrate one year of specialized experience equivalent to that of the next lower grade level in the Federal Service or private sector. For the GS-12 grade level, applicants must have one year of specialized experience at the GS-11 grade level or equivalent to work at the next lower level. For the GS-11 grade level, applicants must have one year of specialized experience at the GS-09 grade level or equivalent to work at the next lower level, or 3 full academic years of progressively higher level graduate education or PH.D. or equivalent doctoral degree. For the GS-09 grade level, applicants must have one year of specialized experience at the GS-07 grade level or equivalent to work at the next lower level, or 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

SPECIALIZED EXPERIENCE is characterized by the scope and level of difficulty of duties and must have equipped the candidate with the knowledge of contract administration principles, policies, regulations, and procedures; knowledge of various types of contracts, methods of contracting, and selection factors to plan appropriate strategies to procure complex or unusual requirements; ability to conduct negotiations in the pre-award and post-award contracting phases; knowledge of commercial business practices to identify sources, analyze cost and pricing data and contract proposal; and the ability to analyze and evaluate information.

At the GS-12 grade level, examples of such experience include serving as contract specialist responsible for all aspects of the contract from initiation to recommendation of award; administering a variety of fixed-price contracts of different types which contain terms and conditions such as progress programs, quantity options or similar provisions. This level of experience would reflect independence of action within established procedures, and would demonstrate initiative and judgment in coordinating and resolving routine issues that arise.

At the GS-11 grade level, examples of such experience include serving as contract specialist responsible for all aspects of the contract from initiation to recommendation of award; administering a variety of fixed-price contracts of different types which contain terms and conditions such as progress payments, quantity options; administering specific phases of complex contract such as cost contracts with incentives.

At the GS-09 grade level, examples of such experience include serving as a contract specialist executing contracts and supporting documents, i.e., determinations and findings; and justifications and authorizations; administering contract in accordance with statute, policy, guidance, and sound business practices; and developing acquisition strategies.

Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

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**EVALUATION OF QUALIFIED CANDIDATES: APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE, TRAINING, AWARDS, SUPERVISORY APPRAISALS, AND THE FOLLOWING FACTORS:**

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1. Knowledge and ability to apply contracting law, regulations and techniques for the award and administration of commercial and non-commercial item procurements using Simplified Acquisition procedures.
2. Knowledge and ability to apply contracting law, regulations and techniques for the award and administration of commercial and non-commercial item procurements using other than Simplified Acquisition procedures.
3. Demonstrated ability to perform and conduct effective and meaningful market research.
4. Demonstrated ability to lead source selections.
5. Demonstrated ability to speak and write clearly and concisely.

**FAILURE TO ADDRESS EACH FACTOR LISTED ABOVE MAY HAVE AN IMPACT UPON YOUR RATING.**

**SELECTIVE FACTOR:** Candidate must possess the following for consideration: Not Applicable

### HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Optional Application for Federal Employment, or a resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Quality Ranking Factors.
5. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

**FOR SPECIFIC INFORMATION CALL:** Mary Villa McLaughlin, (571) 272-1264 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

### MAILING ADDRESS:

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

### WHERE TO APPLY IN PERSON:

US Patent and Trademark Office  
Office of Human Resources  
Elizabeth Townhouse  
Customer Service Center, 1A79  
550 Elizabeth Lane  
Alexandria, VA 22314

### GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
12. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
13. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
14. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.

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15. Relocation expenses will not be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.

### **VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION**

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ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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#### **REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:**

- 1. The announcement number, title and grade of the position for which you are applying.**
- 2. Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
- 3. Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
- 4. Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
    - Hours per week
    - Salary
    - Indicate if we may contact your current supervisor
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
- 5. Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.

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- e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.